



Special Events Committee Meeting Minutes

May 11th, 2023
10:00 AM – 12:00 PM
VIA WebEx Meeting

Member and Partner Representatives in Attendance:

Agency	Representatives	Noted in Minutes As
Department of Neighborhoods	Osbaldo Hernandez-Sahagun	DON
Finance and Administrative Services	Toner Eren	FAS
King County Metro Transit	Jonathan Rose	METRO
	Eric Stewart	METRO
Seattle Police Department	Bryan Clenna	SPD Traffic
	Greg Fliegel	SPOC
	Randy Ward	SPOC
Seattle Center	Gretchen Lenihan	SC
Parks and Recreation	Carl Bergquist	PARKS
Seattle-King County Health Department	Rosemary Byrne	Health
WA State Liquor & Cannabis Board	Lt. Robert Reider	WSLCB
Seattle Department of Transportation	Mike Minor	SDOT
Department of Construction & Inspections	Dean Greenleaf	SDCI Structures
	James Dasher	SDCI Noise Abatement
Seattle Public Utilities	Pat Kaufman	SPU
Seattle Fire Department	Keith Wyatt	SFD
Special Events Office	Randy Wiger	Chair
	Hannah Tyo	SE Permit Spec
	Carol Nordin	SE Permit Spec
	Francesca Rubatino	SE Admin Spec II

Additional Attendees:

- ◆ **One World, One Seattle**
 - **Don Porterfield** – One World, One Seattle – Event Organizer
 - **Harry** - One World, One Seattle – Event Organizer
 - **Latha** - One World, One Seattle – Event Organizer
 - **Pat** - One World, One Seattle – Event Organizer
- ◆ **Seeking Cultura**
 - **Jeanette Macias** - Seeking Cultura – Event Organizer
 - **Lyz Macias** – Seeking Cultura – Event Organizer
- ◆ **Fremont Solstice parade**
 - **Curtis Condra** – Fremont Solstice Parade – Event Organizer

Note: As always, these are "raw minutes notes" based on the discussion of the 05/11/2023 meeting and do not include every word spoken - not a literal transcript - merely a summary of ideas.

Roundtable/Announcements

Capitol Hill Pride Events

CHAIR: Seattle Police has number of advisory councils between community and police, restarting community meetings, first one meets today 5/11 at 6:30pm at Garfield community center. Henry Liu is community outreach coordinator – reach out to him for more details.

Ben Bridge Event

CHAIR: Question for SDCI Structures, back and forth with Kristen (event) – please call back today regarding scaffolding/structure question. My concern if she submits to SE office – Can someone from SDCI and or SDOT call her to get idea of what size and details to get idea of what is proposed and what is needed?

SDCI Structures: Won't need temp structures permit for work in street.

Chair: 10x10 structure on sidewalk, who is in charge?

SDOT: In terms for construction scaffolding, stage may or may not be covered with that

Chair: I will send email. If someone can call her to get more details on materials and sizing of structure, then we can move forward with what kind of permit is needed.

SDCI Structure: Won't need temp structure permit from us.

CHAIR: Does DOT handle structures on sidewalk?

SDOT: I am not sure. Those general permits are for construction, I will follow-up with the correct answer

SDCI: In my experience, SDOT covers those. We cover structures and such as on private property, etc.

Review Previous Meeting Minutes

APPROVED - 10:18am

ALL IN FAVOR, NONE OPPOSED

BRIEF CHECK-IN: MLB Allstars Week Application

QUESTION:

- *Reviewing New Applications: Weekly drop-in session?*
 -

Special Events Forecast

- *A look ahead and review what events we are inviting to Subcommittee meetings and touching on events that need some attention.*
- *What events would you like for a review at one of the sub-committee standing meetings on 1st & 3rd Thursdays?*

COUNCIL DISCUSSION: *Day In, Day Out* is not handled by SE office and will be at Seattle Center.

SC: Much like last year, either Kia or Heather is their event rep. I can have whoever contact you. It will be very similar to last year.

Review Recent Events

Tenacious Ten

Columbia City Night Market

UW Rowing – Cal Duel Regatta

Walk/Run MS Seattle

Carry the Load’s National Relay

Boats Afloat Show

PurpleStride Puget Sound

UW Rowing – Twilight Sprint

5 De Mayo Fiesta

- *SPD: Food vendors stated they are going to switch from propane to electric but when we went to on-site the vendors were using propane, so we had to shut down the operations.*

UW Rowing – Windermere Cup Opening Day 2023 Regatta

Event Overview:

ONE WORLD, ONE SEATTLE

One World, One Seattle is a multicultural event held in Westlake Park, Seattle Downtown from 12-6pm on Saturday June 10th. This event is expecting 1,500 - 2,000 people at a time and 10,000 overall. The mission is to revitalize Seattle’s Downtown, inspire unity and diversity. Great lineup of performance back-

to-back, hands-on activities and interactive booths. Free entry. Family friendly, kid friendly, vegetarian food truck, circus performers. Lots of giveaway tickets, bringing vibrancy and a cultural experience to Seattle.

SPOC: Is this a one-day event? We are struggling to staff this. Going to attempt to use west precinct on duty off, they could be pulled away because on duty, we recommend 3rd party UPO's.

CHAIRS: Could you provide some recommendations so I can communicate with event organizer?

SPOC: You can work through me, and I can help get you that info.

FAS: Do you have people providing infrastructure?

EVENT: We are going to take care of tents ourselves. We may have chairs brought in by AA Party

FAS: food trucks are donating their services for that?

Event: food trucks belong to us; they are part of NW share. We are providing free food to all the attendees

FAS: Please let me know and provide me Seattle business license number.

CHAIR: all contact info for everyone here is on our Special Events page. All food trucks and vendors are needed to be provided for vendor list.

FAS: Our vendor list needs are different from the special events office.

SFD: Tents?

EVENT: 10x10 tents dozen altogether within 70 ft radius

Food trucks are electric. No deep fat frying.

SDOT: Looking at app, says you need S parking lane on pine st?

EVENT: Use that for load and unload

SDOT: Heads up, construction on pine, probably not much at that location, shouldn't be much of a problem if its load and unload.

SPU: Any food given away needs to be in compostable packaging. Need 3 bins, garbage, compost and recycle bins. They are for daily use but are not for the scale of this event.

We use DHL 83's compostable boxes.

SPU: that's good, that's approved packaging. Utensils need to also be compostable also.

EVENT: We use ecology

SPU: Great, ecology is great to work with

EVENT: SEO wanted to know if we can get it delivered beginning of day and at end, for portables I've made an arrangement but I'm still in conversation with ecology.

EVENT: Portable toward food trucks

PARKS: Need convo with DSA to see if it impacts their business

EVENT: Spoke with about 15 different business down there and they are excited about event

EVENT: Park fee and electrical fee, separate from SEC?

PARKS: Yes, a link in email will instruct you how to create an account and make a payment

EVENT: Parks, can you activate those electrical outlets at base of trees? we are glad to pay.

PARKS: that's part of your electrical charge, 1 catch is that 80 percent are working, we will open them up but can't guarantee they will work due to recent issues

SFD: Event, if you use extension cords, use wire ramp.

Event: Extension cords will be ran behind booth

SFD: Ok great, how many folding chairs?

Event: about 75

SFD: Fencing?

EVENT: No fencing, nothing enclosed.

EVENT: We invite all of you to come to the festival with your family! Thank you everyone for your service, on behalf of NW Share.

BLACK WALL STREET

Cannot attend meeting due to schedule conflict

SEEKING CULTURA

Seeking Cultura is a vibrant street event that highlights diversity, celebrating multi-national cultures as well as supporting small businesses.

EVENT: We plan to have 2 first aid areas and check in site for guests. We will bring in porta potties and the restaurant on site will allow us to use their facilities. I wanted to ask – can we add parking spaces that is near the street for vendors?

CHAIR: We need to ask parks or SDOT. What exact location? N side of valley street?

EVENT: Yes, in front of it

SDOT: Jen, I can help you. How many spots?

EVENT: we would like to use all the area. Hoping to use for vendor parking. Only entrance will be

SDOT: There's only one entrance, east of terry. I have concerns with blocking – but I can help you with reserving that area.

EVENT: We are working with MO-HI

PARK: After reviewing map, no issue from parks.

CHAIR: Both Fairview and terry intersections remain open

PARKS: As long as terry access is open, we are fine.

SFD: Looking at FSC TEMPLATE, SHOWS 20 ft fire lane on north side but map shows booths on north side mainly?

EVENT: Boren we are keeping only restrooms kind of on sidewalk at end of street, the 42 46 are tabling not booths.

Booths on Valley St, will they be on north side?

CHAIR: On the on south side?

EVENT: Yes

SFD: Your fire lane would be more or less in the middle of the street?

EVENT: yes. That side of street gets bigger, there about 3 lanes.

SFD: Terry Ave, how close to intersection are you getting? I know there is light rail right there

EVENT: before crossing and light rail comes after crossing

SFD: 20 ft from tracks would be great.

SPU: Plans to bring collections back to your business?

EVENT: Yes, our business is about a block away

SPU: I want to make sure you have enough bins on site. Make sure you're prepared to bring enough bins. I WANT TO MAKE SURE VENDOR RECYCLEABLE ALSO. ALL VENDORS NEED TO USE COMPOSTABLE PACKAGING. PLAN TO CLEAN UP AREA WHEN ALL IS DONE.

SKCPH: Serving food are making food onsite? Make sure they have temp food permit, also need to have a 5-gal container top water, paper towels, restroom with hot running water with soap and paper towels.

EVENT: tapster at event, they will be host and let us use bathroom. They will be providing paper towels and soap in case it runs out.

SKCPH: Make sure you have a vomit and diarrhea kit. If an incident happens, you don't want people walking through it, that is usually how food borne illness spread. Bucket of supplies, mask, tape, gloves,

something to clean it with something to dispose it with. Whoever cleans it up shouldn't be going back to make food.

SFD: No tents bigger than 10x10

Events: 1, which is 10x15

SFD Where are they located?

EVENT: more than likely located at end of event on right side where Asia will be s side near Fairview

EVENT: info booths on both sides. Are there any special instructions they need to know?

SFD: As far as tent size, no. I will wait till list of vendors and type of cooking to check with my department. Certain type of cooking needs certain type of fire extinguisher and those companies are not open on weekends.

EVENT: are police staffing understaffed effect our event?

CHAIR: my notes show police dep have not reviewed this and have not commented if they can or need to provide

SPOC: After discussing in our department, we recommend 3rd party UPO's for this. Connect with us so we can give an idea on how we would staff to help refer and relay to 3rd party UPO's.

I recommended you contact barricade company now, provide TCP plan to company which is provided by SDOT: which they will send our 2-3 weeks before event.

SDOT: who will you be using?

EVENT: I don't remember name from top of my head but probably the same as last year

FREMONT SOLSTICE PARADE

Following up on staffing

SDOT: From traffic control pers, 12 UPO's. Up in the air Stoneway and 34th, chance they close west bound before Stoneway if that's the case you'll need one less UPO.

CHAIR: # of UPO is for street closures? Might need more for actual parade?

SPD Traffic: 19 UPO's, some of those places you may need more than 1. SDOT TCP is more about where you need UPO, complication of intersection and job they have to do is why there's a difference in numbers.

CHAIR: Confirming I see 19 UPO 15 VOLUNTEER/FLAGGERS

SPD Traffic: I will reach out after event with specifics.

MLB Baseball Week 7/7-11

Requesting 4 load-zones (around stadium)

In convo with pike place market for closing Pike Pl. For red carpet event for baseball players

Their ask is:

Apply decals on sidewalk from certain hotels to stadiums/or from other event areas to stadium

Apply graphic to pylons of monorail

SDOT: For decals, path from t mobile up to 8th and police going up 1st and 2nd Ave big one is closer on occidental daily for events, etc. (refer to MLB Row spreadsheet from SDOT for closure requests)

Street use permits in process for other events, not too sure

SKCPH: Has there been any instruction or commenting for desire to expand SE permit for clean zone?

CHAIR: SDOT, can you check internally if you can check in with them and determine if what requests could be helped by SE permit or if everything can be handled through SDOT permitting?

SDCI Structures: 3 or 4 buildings will need temp structure permit. Working with them to develop list. Is SE or Fire going to cover the other structures that don't need structure permit?

SFD: Yes, we do.

CHAIR: We can try to aim to coordinate a meeting June 8th with event and all of the attendee's today regarding the continued expansion of this event

Reider: Per alcohol services, so far, they haven't mentioned anything that is going to enter public space, during the meeting they mentioned they want to bring in the Clydesdales. Is SKCPH still on call?

SKCPH: Is it like a petting zoo?

REIDER: I'm not sure

SKCPH: Where we get involved if it's a petting zoo, we need hand washing stations. We have a veterinarian on staff, but you can give them my number and I can help you out.

SFD: Is this an all-ages beer garden?

Rieder: because lumen field is private property, they have ability to be all ages beer garden. But cannot be outside of lumen field.

PARKS: Is MLB aware their pro day is by victor Stynbrook park? It is under heavy construction and fully demolished.. Not sure if they want their backdrop to be trucks coming in and out and demolition.

We wouldn't like any construction going on basically all day

Parks: ill reach out to their PM to get that on their radar.

SDOT: Wanted to mention, June 8th meeting would be great. I've heard from few people that MLB would like to have permits finalized first week of June.

SC: There is not much of anything planned here at SC. We do have a few little things contained inside Seattle Center that is in process, in general is no major event going on a part of MLB.

CHAIR: Stadium area, pike place, and hotels around downtown will be affected.

Anything Else

NA

Meeting Adjourned